



## **Project Management Support**

### **A. Introduction**

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. As part of the due diligence of each country's proposal, MCC conducts cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Compact Implementation focusing on results during implementation is responsible among other things to monitor the economic impact of Compact interventions on household income and poverty reduction.

### **B. Scope of Work**

The Infrastructure Division of the MCC's Department of Compact Development and Implementation is seeking a Consultant to assist, on an intermittent basis, in a number of project and construction management tasks of Compact countries. All Project Management and Construction Management assistance will need to be in accordance with the Project Management Institute's (PMI) Global Standard "Project Management Body of Knowledge (PMBOK)". The consultant may also be tasked to assist other technical divisions in Project Management not related to infrastructure.

### **C. Tasks**

Tasks may include (but are not limited to):

- Assist MCC in the development of a Project Management Office (PMO); create standards and templates for the systematic execution of infrastructure project management at the MCA level.
- Assist MCC in Compact Project Integration Management, in particular the development of Project Charters, Project Scope Statements, Project Management Plans, the execution of the Project Management Plan, the monitoring and controlling of works, integrated change control, and Project closure;
- Assist MCC in Compact Project Scope Management Activities such as proper Scope Planning, Scope Definition, the creation of a Work Breakdown Structure (WBS), Scope Verification, and Scope Control;
- Assist MCC in Compact Project Time Management including Compact Activity Definition, sequencing, resource estimating, duration estimating, schedule development and control;
- Assist MCC in Compact Project Cost Management including Cost Estimating, Budgeting, and Control;
- Assist MCC in Compact Project Quality Management including Quality Planning, quality Assurance, and Quality Control;
- Assist MCC in Compact Project Human Resource Management including Human Resource Planning, Team building, development of the Project Team and effective management of the Project Team;
- Assist MCC in Compact Project Communications Management including Communications Planning, Information Distribution, Performance Reporting, and the management of stakeholders;

- Assist MCC in Compact Project Risk Management including Risk Management Planning, Risk Identification, Qualitative Risk Analysis, Quantitative Risk Analysis, Risk Response Planning, and Risk Monitoring and Control;
- Assist MCC in Compact Project Procurement Management including the development of a contracting plan, contract administration and contract closure.
- Assist MCC in the proper development of MS Project Based cost loaded workplans with report generation in accordance to MCC reporting requirements;
- Evaluation of Construction Methods, Equipment schedules, and human resource allocations for large scale works (over 10 million USD) contracts.

#### **D. Type of Contract and Period of Performance**

The consultant will be offered an Indefinite Delivery/Indefinite Quantity type contract with a 12 month base period, plus options for four additional years. Services will be required on an intermittent basis following issuance of task orders. Task orders may be issued for services performed on either a Time and Materials (T&M) or Firm Fixed Price basis.

#### **E. Evaluation Criteria**

- Degree in engineering or construction/project management or similar required;
- Professional Engineer certification is highly desirable;
- Must have at least 25 years in international large scale works construction management, preferably in emerging markets;
- Have been certified as a Project Management Professional (PMP) or equivalent;
- Fluency in Spanish and/or French is highly desirable;
- Demonstrated interest in international development issues;
- Strong knowledge of Microsoft Excel, and Microsoft Project and Report Generating
- Excellent written and oral communication skills, including document editing and layout design

#### **F. How to Apply**

Interested parties should submit by email to [recruitment@mcc.gov](mailto:recruitment@mcc.gov) the following package: 1) Curriculum Vitae, 2) a brief cover letter that addresses the evaluation criteria and provides three professional or academic references, and 3) Salary history with proposed hourly rate. Please include "Construction Project Management Support" in the subject line of your email.

This announcement will expire on February 12, 2010.